

# Grant and Per Diem Operational Call

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**Tuesday, February 11, 2020 at 2pm Eastern/11am Pacific**

Visuals: <http://va-eerc-ees.adobeconnect.com/gpdbh/>

Audio: 1-800-767-1750 Code: 17663

# Agenda

1. Grant and Per Diem (GPD) Announcements and Updates
2. Office of Business Oversight (OBO) Announcements and Updates
3. GPD Case Management Grantee Work Session

# GPD Per Diem Only Notice of Funding Availability (NOFA)

- Published on December 30, 2019; Awards would begin October 1, 2020.
- Applications are due by **March 2, 2020 by 4pm Eastern** via the electronic application system (no exceptions).
- **Competitive process; funding is not guaranteed.** Open to new and existing applicants.
- All per diem only (Bridge, Service Intensive, Hospital to Housing, Low Demand, Clinical Treatment) and Service Center grants expire on **9/30/2020**. Therefore, if an existing per diem only or service center grantee is considering continued funding, they need to re-apply under this NOFA.
- All supporting documents including VAMC and CoC Collaboration/Coordination letters must be attached to the electronic application and cannot be submitted separately.
- Transition in Place (TIP) is a separate NOFA that has not been released yet.

# Applications

- Applications are limited to up to one (1) transitional housing application and (1) service center application per VA Medical Center (VAMC) catchment area per applicant's Employer Identification Number (EIN).
- Applications for transitional housing must include a minimum of five (5) transitional housing beds per model.
  - Choice of a model or combination of models is at the applicant's discretion. Applicants are encouraged to tailor the proposed model(s) to factors such as their own ability and the particular needs of the community.
  - All housing model(s), site(s) and beds being proposed by the applicant for the VAMC catchment area must be included within a single application.

## **GIFTS Application**

Applicants are encouraged to view the webinars above prior to accessing the GIFTS application link(s)

1. [Transitional Housing Application Link](#)
2. [Service Center Application Link](#)



# NOFA Resources on GPD Main Website

## NOFA

[Per Diem Only \(PDO\) NOFA](#)

## Pre-Recorded Webinars

[Webinar Recording - PDO NOFA Overview](#) and [PowerPoint Slides](#)

[Webinar Recording - PDO Model Specific Technical Assistance](#) and [PowerPoint Slides](#)

## GIFTS Application

Applicants are encouraged to view the webinars above prior to accessing the GIFTS application link(s)

[Transitional Housing Application Link](#)

[Service Center Application Link](#)

[GIFTS User Guide and FAQ's](#)

## NOFA Reference Documents:

[NOFA Frequently Asked Questions](#)

[Application for Federal Assistance \(SF 424\)](#)

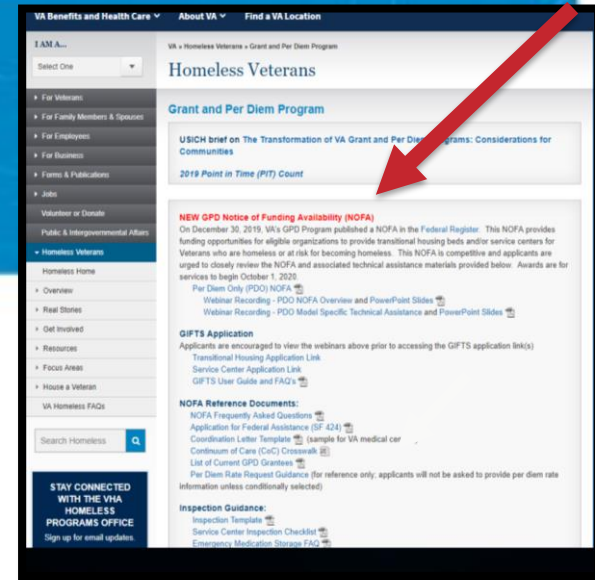
[Coordination Letter Template](#) (sample for VA medical centers)

[Calculator for Service Intensive Transitional Housing \(SITH\) Beds](#)

[Continuum of Care \(CoC\) Crosswalk](#)

[List of Current GPD Grantees](#)

[Per Diem Rate Request Guidance](#) (for reference only)



# Calculator for Service-Intensive Transitional Housing Beds

## FY 2020 Per Diem Only Grant Round

The FY 2020 Per Diem Only (PDO) Notice of Funding Availability (NOFA) describes a funding limitation on the number of Service-Intensive Transitional Housing (SITH) beds that an applicant may apply for. The table below is intended to assist applicants with understanding the maximum number of SITH beds that may be applied for based on the total number of beds requested in the application. Note, applicants are not required to apply for any SITH beds under this NOFA.

### NOFA Funding Limitations:

- Applicants may request up to 15 Service-Intensive beds per application. If more than 15 Service-Intensive beds are requested within the same application, then at least 60 percent of the additional beds beyond 15 must be for a transitional housing bed model(s) other than Service-Intensive. For example, an applicant applying for 50 total beds must allocate at least 21 of those beds to a housing model(s) that is not Service-Intensive (i.e., 50 total beds requested minus 15 Service-Intensive beds = 35 beds times 60 percent = 21 non-Service-Intensive beds, leaving 14 beds out of the total 50 beds for additional Service-Intensive beds and/or other beds at the applicant's discretion).
- The minimum number of beds an applicant can request is five (5) beds per transitional housing model.

Total GPD Beds Applied For	Max # SITH Beds
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	11
17	12
18	13
19	14
20	15
21	16
22	17
23	18
24	19
25	19

Requesting more than 15 SITH beds

# GIFTS Questions

- **Question 1:** *When I use the application link, I keep getting the eligibility quiz. How do I bypass the quiz now that I have an existing application? What do I do now that I have a bunch of “in progress” applications in my account?*

## GPD Main Website

<https://www.va.gov/homeless/gpd.asp>

### **GIFTS Application**

Applicants are encouraged to view the webinars above prior to accessing the GIFTS application link(s)  
[Transitional Housing Application Link](#)  
[Service Center Application Link](#)

## GPD Provider Website

[https://www.va.gov/HOMELESS/GPD\\_ProviderWebsite.asp](https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp)

### **Grant and Per Diem Program: Provider Website**

#### **Contact GPD Program Staff**

GPD Program Questions: [GPDGrants@va.gov](mailto:GPDGrants@va.gov)  
Fiscal Questions (per diem rates): [GPDFiscal@va.gov](mailto:GPDFiscal@va.gov)  
SF 425 Questions: [GPD425@va.gov](mailto:GPD425@va.gov)

**\*\* GIFTS Grant Portal \*\***



- **Question 2:** *Are there screenshots or resources to help me better understand the application in GIFTS? I am not a regular GIFTS user but am helping my agency prepare an application.*

# Office of Business Oversight

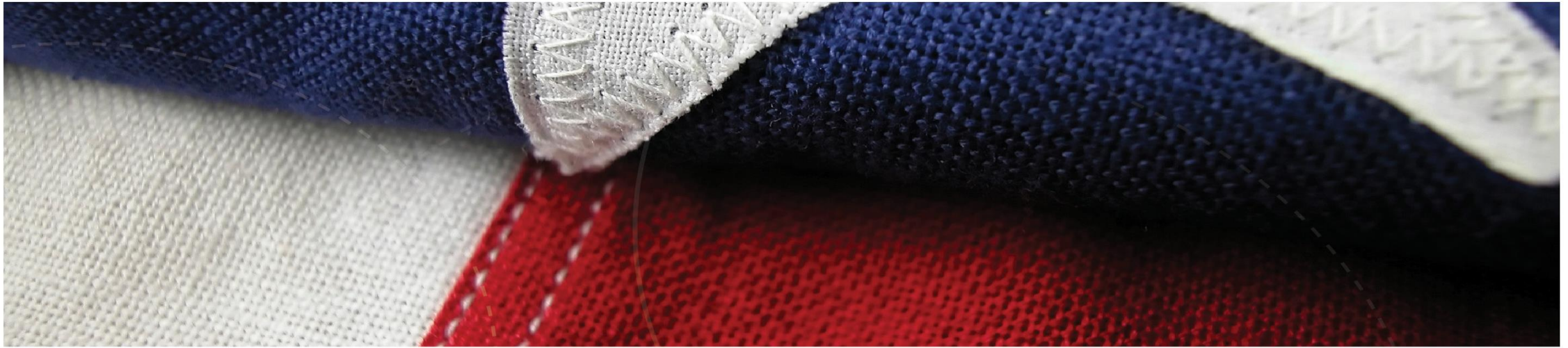
- **New Federal Contractors**
  - Gentech Associates, Inc. and KPMG
- **Upcoming Site Visits**
  - Green Doors, Austin, TX – March 3-5
  - Matthew 25, Nashville, TN – March 23-27
  - Center for Veterans Issues, Milwaukee, WI – April 6-10
- **Training Item of the Month: 2 CFR 302 – Financial Management**
  - The financial management system of each non-Federal entity must provide for the following:
    1. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
    2. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in [§§ 200.327](#) Financial reporting and 200.328 Monitoring and reporting program performance.
    3. Records that identify adequately the source and application of funds for federally-funded activities
    4. Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See [§ 200.303](#) Internal controls.
    5. Comparison of expenditures with budget amounts for each Federal award.
    6. Written procedures to implement the requirements of [§ 200.305](#) Payment.
    7. Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of this part and the terms and conditions of the Federal award.



# Wrap Up for Per Diem Only and TIP Grantees

## National GPD Operational Grantee Call

- *All Grantee Call*-Tuesday, March 10<sup>th</sup> at 2pm Eastern/11am Pacific
  - Guest Presenter: Serving Women Veterans
- **GPD Questions?**
  - 1<sup>st</sup> : Review Grant Materials and Training
  - 2<sup>nd</sup> : Connect with your Supervisor
  - 3<sup>rd</sup> : Contact your GPD Liaison (Include FAIN)
  - 4<sup>th</sup> : Contact the GPD Program Office at [gpdgrants@va.gov](mailto:gpdgrants@va.gov) (Include FAIN) & Cc GPD Liaison



# GPD Case Management Grant Work Session

# Demographics of Grants

- **128 Grants**
  - Approximately 75 of the 128 (59%) hold other GPD grants
  - 72 of the 128 (56%) have worked with SSVF in some capacity
  - 105 unique organizations
- **167 Case Manager Positions**
- **110 GPD Liaisons Overseeing the 128 Grants**
  - 90 VAMCs
  - All 18 VISNs

# Implementation Phases: Year 1





# Three Buckets of Implementation

## Grant Administration & Operations

- Grant Management
- Finance
- Data & Reporting

## Program Operations

- Program Operations
- Program Implementation
- Messaging

## Grantee & Community Coordination

- Shared Geography
- Community Planning
- Messaging

# GPD Case Management Grant Start Up Survey in GIFTS

Grantees were asked to submit a survey in GIFTS by 1/24. *Response Rate:* 111 grants of 128 grants (87%).

## Staffing

1 FTE Case Manager	2 FTE Case Manager	3 FTE Case Manager
<ul style="list-style-type: none"><li>88 of 103 (85%)</li></ul>	<ul style="list-style-type: none"><li>3 of 10 have 2 (30%)</li><li>6 of 10 have 1 (60%)</li></ul>	<ul style="list-style-type: none"><li>3 of 14 have 3 (21%)</li><li>7 of 14 have 2 (50%)</li><li>12 of 14 have 1 (86%)</li></ul>
<b>Total Case Managers:</b>	134 of 167 (80%)	

## Financials

- 107 of 128 state that they have incurred expenses (84%). 86 of 128 have made at least 1 draw in HHS PMS (67%)

## Implementation

- 97 of 128 state that they have engaged in some **coordination discussions** (76%)
- 79 of 128 state that they have developed **targeting criteria/targeting plan** (62%)
- 49 of 128 have developed **Policies and Procedures** for the grant (38%)

# Grant Administration and Operations: Finance

## Allowable & Unallowable Costs (Eligible and Ineligible Expenses)

### Allowable Costs Outlined in the GPD CM NOFA

- (a) Providing funding for case management staff (Salary and benefits);
- (b) Providing transportation for the case manager; maximum of \$15k over 2-year period per CM position (leasing a vehicle, mileage reimbursement, or public transportation reimbursement for the CM position only)
- (c) Providing cell phones and computers to facilitate home visits and other case management activities associated with the grant; maximum of \$4k over a 2 year period for cell phones and computers per CM position
- (d) Providing office furniture for the use of the case management staff.
- Applicants who have a current negotiated indirect cost rate agreement with a cognizant federal agency must provide a copy of the agreement with their application if they wish to charge indirect costs to the grant. If an agency does not have this, the de minimis rate (which is 10%) could be requested for indirect costs.

### **Cannot** be Used for the Following:

- Cannot be used to facilitate capital improvements, purchase vehicles, or real property
- Cannot be used provide Temporary Financial Assistance (TFA) for Veterans
- Cannot be used to pay for transportation for Veterans

# Grant Administration and Operations: Finance

## Allowable & Unallowable Costs (Addtl. Guidance in Email with MOA)

- During the review process, it was determined that some applicants identified unallowable costs as part of their budget narrative. Please note, approval of your grant award does not mean that an agency is approved to utilize the grant for unallowable costs.

Allowable Cost Examples	Unallowable Cost Examples
<ul style="list-style-type: none"><li>• Case manager(s) salary &amp; fringe benefits</li><li>• Travel &amp; Transportation for CM (See previous slide)</li><li>• Cell Phone/Computer for CM (See previous slide)</li><li>• Indirect Costs (See previous slide)</li><li>• Supplies/Telecommunications-Office furniture, general office supplies, copier/printer/scanner, landline, internet, Wi-Fi</li><li>• Office Space/Utilities for CM</li><li>• Staff Training</li><li>• Staff Recruiting</li><li>• Insurance</li><li>• HMIS</li></ul>	<ul style="list-style-type: none"><li>• Salary costs for anyone other than the case manager</li><li>• Supplies/equipment/office space/general costs for anyone other than the case manager</li><li>• Bus tickets for Veterans</li><li>• Monetary Incentives for Veterans (such as gift cards, movie tickets, lunch, etc.)</li><li>• Legal services for Veterans</li><li>• Contracting for additional staff or services beyond the case manager</li><li>• Rent, Furniture, Car Insurance, Mortgages, Food, Clothing, Move-in Kits, Beds, etc. for Veterans</li><li>• Other Temporary Financial Assistance (TFA)</li></ul>



# Grant Administration and Operations: Finance

## Task: Review Your Budget



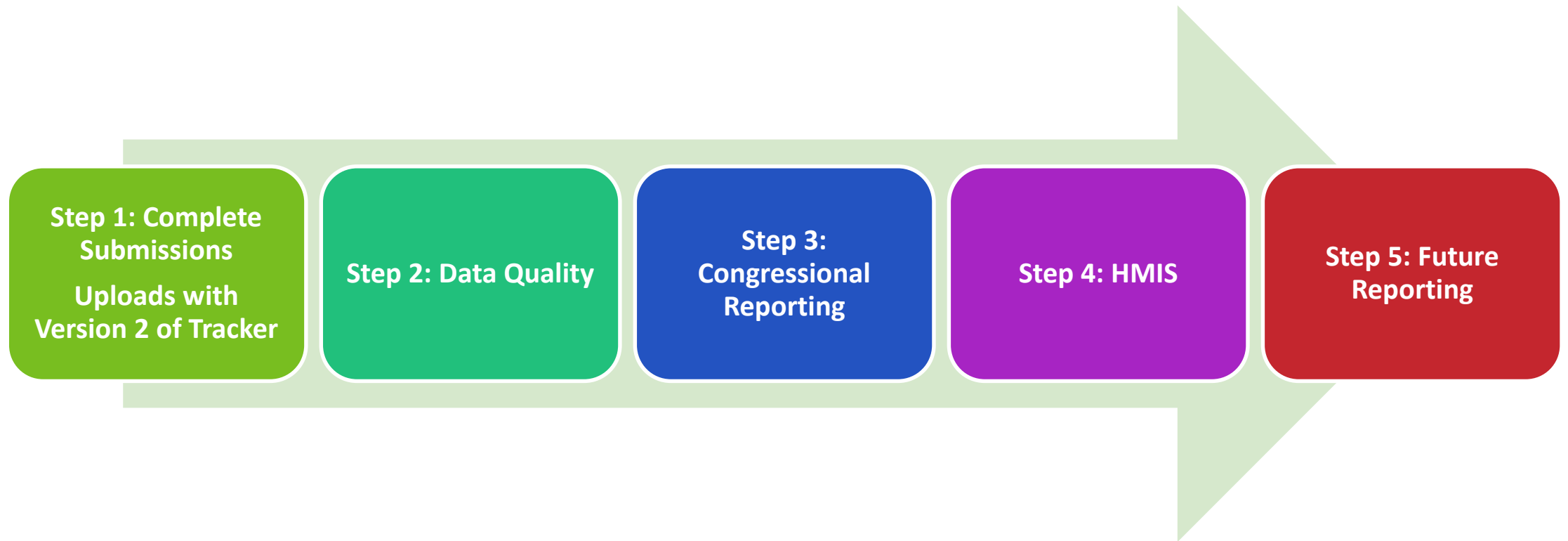
1. Re-read your grant application for the case management grant.
2. Meet with your financial staff.
3. Look at your application with a **financial lens**.
  - Go to the the *Budget Narrative* section and review what was submitted.
  - Go to question (g) *In approximately 250 words describe the resources that will be provided to the case manager to facilitate engagement with veterans (e.g. vehicle, cell phone, computer, office space).*
4. Is there anything that is listed in the budget narrative that is not an allowable cost?
5. Are there any costs that your agency has associated with the grant or was planning to bill the grant that are unallowable?
6. Are there costs that are allowable that were not included in the initial budget but they may be needed now that you have implemented the grant?
7. Did the grant experience start up delays that caused funding to be unspent for a period of time? If so, are there allowable costs that the grantee may want to request as additions to the budget? Please note: no additional funds are available beyond the award that was granted effective October 1, 2019.

# Program Operations: Staffing, Targeting, Training, & Policies and Procedures

- **Staffing**
  - *Our case manager isn't that busy right now so we have them doing work for some of our other programs.*
  - *We don't think we have the right fit in terms of our case manager. They just left for another position. Help!*
- **Targeting**
  - *We are waiting for VA to send us referrals.*
- **Forms**
  - *We are kind of winging it because we didn't have time to develop anything; we felt pressure to serve Veterans asap.*
- **Training**
  - *We had our new GPD CM case manager do our agency orientation and shadow a staff member for a few hours.*
- **Policies and Procedures**
  - *We have some agency policies and procedures but nothing specific to this grant.*



# Case Management Grant: Data Plan



# Grant Administration and Operations: Data & Reporting

*As of 2/10:*

98 grants have served Veterans (77%)

479 Veterans have been served; 41 closed cases;  
average LOS 47 days

*Future Data in HMIS (Area for Development)*

86 of the 128 grantees state that they are using  
HMIS or are in process (67%)

20 of 128 state that they do not intend to use HMIS  
(17%)



# Save the Dates: Future Learning Opportunities

## March Opportunities

- Thursday, March 5<sup>th</sup> at 2pm Eastern: *GPD CM Case Manager Connect and Learn (Targeting & Case Management)*
- Thursday, March 5<sup>th</sup> at 3pm Eastern: *GPD CM Program Manager Connect and Learn (Supervision & Policies/Procedures)*
- Tuesday, March 10<sup>th</sup> at 2pm Eastern: *National Operational All Grantee Call-Serving Women Veterans*

## April Opportunities

- **Cohort 1:** New to VA Grantees (Monday, April 6<sup>th</sup> East Coast: 10am Eastern; West Coast: 2pm Eastern)
- **Cohort 2:** SSVF and GPD CM (Thursday, April 9<sup>th</sup> East Coast: 10am Eastern; West Coast: 3pm Eastern)
- **Cohort 3:** GPD PDO or TIP and GPD CM (Friday, April 10<sup>th</sup> East Coast: 10am Eastern; West Coast 1pm Eastern)
- Tuesday, April 14<sup>th</sup> at 2pm Eastern: *National Operational All Grantee Call-Financial Education*

## May Opportunities

- **Cohort 1:** New to VA Grantees TBD
- **Cohort 2:** SSVF and GPD CM TBD
- **Cohort 3:** GPD PDO or TIP and GPD CM TBD

# Dialogue

- What questions do you have?
- How is it going?

